



Appointment of
Executive Director

April 2023



AMERICAS ASIA PACIFIC EMEA

Contents

03 About ILGA Europe

- Our Vision
- Our Mission
- Our Values

05 What We Do

- Advocacy Work
- Strategic Litigation Work
- Movement Building Work

07 The Organisation

- Finances and Funding

09 Job Description

13 Person Specification

16 Appointment Process and How to Apply



About ILGA Europe

WE WORK FOR LGBTI PEOPLE'S SAFETY, EQUALITY AND FREEDOM

ILGA-Europe is an independent, international non-governmental umbrella organisation uniting over 700 organisations from 54 countries across Europe and Central Asia.

We work for a world in which each and every LGBTI person is free, equal and safe, through resourcing and connecting communities, driving political change, and amplifying voices. We strive to provide a solid foundation for activists and organisations, in particular at times of great adversity.

We are part of the wider international ILGA organisation – created in 1978 – but were established as a separate region and an independent legal entity in 1996.

Our role is to enable the movement and be the connector. We unite activists with allies – and put institutional actors in touch with the issues we care about and the movement as a whole. With that in mind, we build strategic partnerships with LGBTI allies in society, like the private sector; but overall, we also nurture greater alliances between LGBTI and other equality and social justice movements.

Our Vision

ILGA-Europe's vision is of societies in which all people – with their sexual orientation, gender identity, gender expression and sex characteristics – are enabled to live a fulfilling life as who they are, in safety, and empowered to make choices at all stages of their lives; societies which are just and fair, where the diversity of people is celebrated and where everyone is free to fully participate.

About ILGA Europe

Our Mission

1. To act as a regional voice in Europe and Central Asia for the rights of those who face discrimination on the grounds of sexual orientation, gender identity, gender expression and sex characteristics, including those who are at particular risk due to intersecting factors, such as gender, race, ethnicity, religion/faith, socio-economic status, ability, HIV-status and age (among others).
2. To achieve equality, inclusion and social justice for lesbian, gay, bisexual, trans and intersex (LGBTI) people and to ensure protection from human rights violations, discrimination and violence based on sexual orientation, gender identity, gender expression and sex characteristics in Europe and Central Asia by instigating legal, political, institutional and social change in the region.
3. To empower LGBTI organisations and groups, and their allies, to advocate for the effective enjoyment of human rights by everyone irrespective of their sexual orientation, gender identity, gender expression or sex characteristics, and to advocate for full LGBTI equality and inclusion in all aspects of society, paying particular attention to those who are marginalised and under-represented people within the LGBTI communities.

Our Values

At ILGA-Europe, we uphold specific values that guide how we work and what we stand for. We:

- Focus on equality, inclusivity and accountability.
We hold ourselves accountable to the movement.



- Are membership and movement based.
- Focus on people's needs as our starting point.
- Believe in people's power to create change.
- Believe in centring the voices of those most affected and amplifying the voices of those who are marginalised.
- Are engaged in the practice of building collective strength. Rather than placing ourselves at the centre of things, we spread our resources and knowledge as widely as possible.
- Act so that the movement as a whole can grow stronger – not just ILGA-Europe.

ILGA
EUROPE



Equality for lesbian, gay, bisexual,
trans and intersex people
in Europe and Central Asia



What We Do

Advocacy Work

ILGA-Europe has been a driving force beyond the legal and political change in the region for over three decades. Our long-term advocacy work is about working with European-level institutions (European Union and Council of Europe) towards the adoption and implementation of new laws and policies which reinforce standards for LGBTI equality at the regional level and will impact the lived experience of LGBTI people. We do so by providing expertise to allow for informed decision-making, benchmarking standards on LGBTI human rights and holding governments and institutions accountable for their commitments, and by bringing governments together to exchange good practices and accelerate change across Europe. Throughout our work, we strive to place the voices and experiences of LGBTI people and NGOs at the core of policy-making and institutional processes.

Strategic Litigation Work

ILGA-Europe uses European courts to ensure full recognition and implementation of the human rights of LGBTI people as part of a proactive, coordinated and needs-based litigation programme. Strategic litigation is closely connected to our advocacy work. In a majority of cases with ILGA-Europe's involvement, there has been a positive outcome. To date, the European Court of Human Rights has adopted the same reasoning as ILGA-Europe and its partners in thirteen cases, while a number of cases where ILGA-Europe has intervened are still pending awaiting judgement.

To learn more please visit: <https://www.ilga-europe.org/topics/>.

What We Do

Movement Building Work

The LGBTI movement is the driving force behind creating sustainable change for LGBTI people. This movement consists of paid activists, NGOs and community groups, volunteers and academics. ILGA-Europe focuses on empowering and training those activists who work to advance the rights of LGBTI people in Europe and Central Asia. To do so, we provide various forms of capacity building tailored to the needs of the movement –advocacy, fundraising, organisational development, strategic communications and much more. One of our priorities is also to advocate to ensure that appropriate financial resources are available for the movement.

Regranting

ILGA-Europe acts as an intermediary — directing, administrating and distributing money we receive from larger funders to LGBTI organisations. Since we began this work in 2006, we have been awarded hundreds of grants. Most of our regranting programmes combine funding with skills-building, access to relevant technical expertise and peer learning. Our regranting work has grown significantly in recent years and is now a central aspect of our movement work.

To learn more please visit: <https://www.ilga-europe.org/the-movement/>.





The Organisation

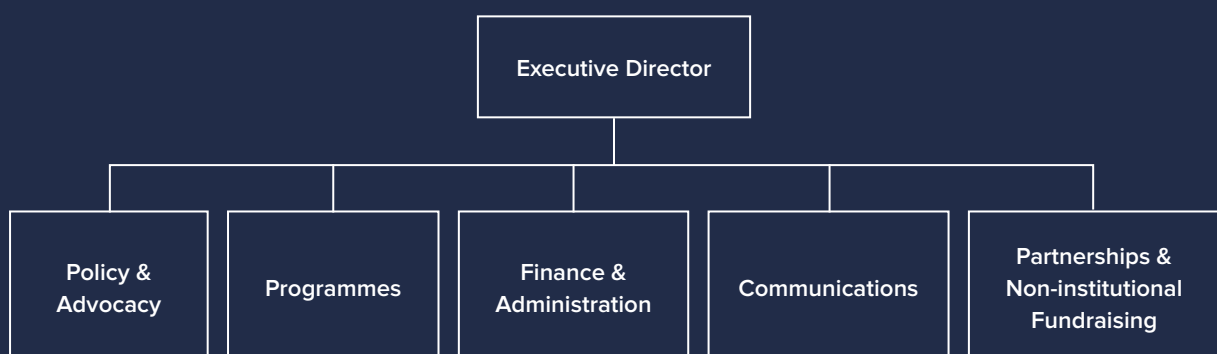
ILGA-Europe's General Meeting is the organisation's main governing body. It is the gathering of all member organisations, which takes place every year during the Annual Conference.

ILGA-Europe's Annual Conference is also the largest annual convening on LGBTI issues in the European and Central Asian region for activists, policymakers, politicians and other supporters. It is a unique space for agenda setting, networking and peer learning for the LGBTI movement.

Every five years since 2005, ILGA-Europe, in association with our membership, create a strategic plan which will provide core aspirations and guidelines for the work we will be carrying out going forward. For information on our current Strategic Framework please visit: [Strategic Framework 2019-2023 - ILGA-Europe](#).

The Executive Board provides overall direction to ILGA-Europe's work in line with its vision, mission and values, it oversees the finances of the organisation and supervises the management of the secretariat under the direction of the Executive Director. The Executive Board reports to the membership on the activities and finances of the organisation at the General Meeting. You can find the current composition of the Executive Board [here](#).

The secretariat implements ILGA-Europe's strategic plan and annual work programme. The secretariat is currently composed of 25 staff members.



The Organisation

Finances and Funding

We are committed to upholding the principles of transparency, independence, accuracy and accountability in carrying out our mission. We continuously strive to manage our financial resources in a way that ensures that the needs of the LGBTI movement are served in the best way possible. ILGA-Europe’s funding is always allocated to carefully planned activities and programmes. All of our work is developed on the basis of our ongoing review and analysis of needs and opportunities within the LGBTI movement in Europe and Central Asia.

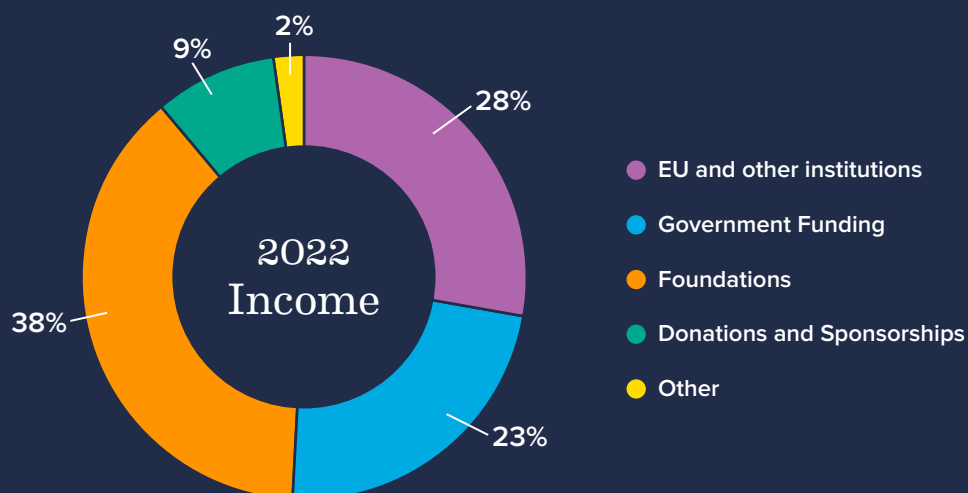
Our funding comes from multiple and diverse sources. The majority of our funding is acquired through competitive grant application processes. In recent years, the proportion of project-specific funding increased compared to the overall budget. This shows that our focus is shifting towards resourcing and building the capacity of the movement. We also strive to increase the flexibility of our budget through donations from individuals and the private sector – this is why ILGA-Europe started investing efforts in engaging individual donors and companies in our work for the movement.

In the financial year 2022 ILGA-Europe obtained and recognised €3,687,082 in revenues, which is approx. an 11 per cent (over €365,000) increase from the 2021 revenues. The majority of funding recognised in 2022 was sourced from long-term projects and grants, raised in the preceding years. The budget for 2023 is increasing significantly to €6,380,402 due to new funding and multi-year grants secured last year

In 2022, ILGA-Europe provided 57 new grants with a total value of €654,856. The average size of a grant was €11,488. Throughout the year, the overall amount of grants (ongoing and new grants) managed by the team was of €1,300,234.

To see our 2022 Activity Report please visit:
<https://www.ilga-europe.org/files/uploads/2022/10/ILGA-Europe-Activity-Report-2022.pdf>.

To see our Treasurer’s Report of 2021 please visit:
<https://ilga-europe.org/sites/default/files/2020-Treasurer-Report-Public.pdf>.





Job Description

As the Executive Director, you will provide leadership in setting direction for the organisation based on deeply embedded values and anchored in the strength of the membership and the movement in Europe and Central Asia, to ensure it continues to drive political change at the regional level, and constantly adapts to meet the needs of the movement in rapidly-shifting and complex environment.

.....
 You will lead a cohesive team of committed professionals that delivers change for LGBTI movements through expanding programmatic and grantmaking work, and long-lasting and deep connections to European and national institutions and policymakers.

Key Relationships

Report to: The Executive Director (ED) reports to the Board.

Direct reports: Five managers report directly to the Executive Director. Together with the ED, they form the Management Team (MT). The MT supports the Executive Director in the day-to-day running of the operation. It leads in developing plans, programmes and policies for Board approval and within the strategic framework approved by the Annual Conference.

Relationships with colleagues

The ILGA-Europe staff team is composed of 25 individuals working in different teams. We value creative and inclusive approaches to work and the participation of staff at all levels in the organisation. All staff members have line managers, as well as specific key relationships which are detailed in their job descriptions. However, the ED will be engaging collaboratively with other colleagues in order to achieve their agreed targets and outcomes to the required standards.

Other key relationships: member organisations, intergovernmental organisations, governments, private and public donors, media outlets, private sector.

Role Description

Key accountabilities of the position

Strategic Leadership and External Representation

- provide leadership in setting ILGA-Europes' strategic direction; ensure clarity as to the organisation's mandate, mission and values.
- articulate and communicate to internal and external audiences a clear vision of ILGA-Europe's value, unique contribution and key role within the LGBTI movement in Europe and Central Asia, in an increasingly complex and multi-layered ecosystem.
- shape narratives that bring the larger bigger picture together of the political and social trends impacting the LGBTI movement, and the diversity of lived realities of LGBTI communities, including with a view of contributing to larger conversations on human rights, social justice and civil society space at regional and global levels.
- ensure that ILGA-Europe plays its role of creating safe and inclusive spaces for discussions of different needs and experiences within LGBTI communities to build a better understanding and foster solidarity within the movement.
- lead on maintaining and expanding strategic partnerships with grant-making institutions to support the mobilisation of funds that meet the needs of the LGBTI movement in the region, and to consolidate ILGA-Europe's position as an intermediary in the region.
- expand ILGA-Europe's public profile, in partnership with the communication director, and ensure representation of the organisation externally with relevant high-level decision-makers, institutional representatives, media and other key stakeholders.
- expand relationships and influence with critical stakeholders, and broaden the reach of allies that have a role to play in bringing change to LGBTI communities.



Role Description



Organisational leadership and Governance

- ensure that the values, ethos, vision and mission of ILGA-Europe are relevant, fair and consistently implemented across the organisation in cooperation with the Board.
- actively monitor the external environment for changes that may affect ILGA-Europe and lead to the elaboration of short and long-term organisational responses with the staff and Board.
- lead on the development of political positions – with the staff, board and members in their respective roles – in line with the core principles and values of the organisation.
- ensure the work of the organisation remains relevant and aligned with the needs and priorities of the LGBTI movement across the region, paying particular attention to under-represented and more marginalised parts of the community.

- lead on the elaboration and implementation of an organisational fundraising strategy aimed at ensuring the sustainability of funding for the organisation (through consolidation of diverse sources of flexible and long-term funding), including by establishing and maintaining strategic partnerships with current and new donors.
- lead on regular assessment of strategies and annual work programmes, recognise new areas for organisational development, and steer efforts to ensure that ILGA-Europe has the necessary resources to learn and integrate learning into its work.
- ensure that the Executive Board members receive all necessary guidance and information and, when needed, support them in identifying and acquiring the skills, expertise and perspectives required to be able to effectively play their governance role.
- work with the Board on regular reviews of ILGA-Europe's governing instruments, governance structure and board effectiveness, as well as compliance with legal and regulatory frameworks as a Belgian-registered organisation.



Role Description



Team Management and Operations

- lead, inspire and motivate staff; develop and maintain an environment that attracts and retains the staff and develop an organisation that is constantly seeking ways to learn, improve its impact and ensure its relevance for the movement
- lead on the development and implementation of ILGA-Europe's policies and strategic framework and annual operational plans – in conjunction with the Board and the Management Team
- hold responsibility for ensuring resources required for adequate implementation of those organisational strategies are secured; and for strengthening organisational capacity where needed in terms of finances, human resources, learning and skills
- oversee the development of budgets and ensure effective allocation of funding and resources across the organisation, in line with agreements with donors
- hold overall responsibility for the financial health and effectiveness of ILGA-Europe (in close cooperation with the finance director, the Board/Treasurer,) including overseeing the development and effective implementation of financial policies, systems and procedures in the organisation to ensure compliance with all statutory and external requirements and regulations
- ensure that major risks are reviewed regularly by the Executive Board and the Management Team and that effective mechanisms are in place for robust internal and external financial and other risk management
- lead the Management Team's work on coordination of work across the organisation collective thinking on organisational tasks and priorities and good internal communication
- ensure line management of managers
- be responsible for the recruitment, management, training and development of staff in line with the organisation's policies and practices, and commit to being an equal opportunity employer
- develop and ensure implementation of staff policies, working with the board as an employer, with a view of ensuring a) respect for the core policies of the organisation in ensuring a balance between the needs of the organisation and the well-being of the staff team; and b) compliance with Belgian employment regulations



Person Specification

Person profile

The Executive Director will be someone who:

- ensures the work of ILGA-Europe stays true to its purpose, its core organisational values and its objectives in rapidly-changing environments.
- can understand ILGA-Europe's role in the larger movement ecosystem, and ensures the organisation continues to play its role in line with its core values in an ecosystem that changes over time.
- can balance short and long-term views to ensure the organisation remains agile and responsive to rapidly-changing contexts while continuing to contribute to strengthening the sustainability and collective resilience of the LGBTI movement.
- proactively listens, makes space for learning and harnesses the knowledge, experience and expertise of the team and the movement to shape longer-term thinking and strategies.
- demonstrates an understanding of structural inequalities that shape our world and have an impact on LGBTI communities, and can ensure that ILGA-Europe's work is designed with an intersectional analysis that takes these inequalities into consideration.
- hears both prevailing and underrepresented issues for LGBTI communities and translates them into clear and compelling messages that will be heard by political leaders and other key stakeholders.
- can build common ground and develop sustainable and meaningful alliances with a range of stakeholders – both inside and outside the LGBTI movement – who have a role to play in delivering change for LGBTI people and communities.
- is comfortable with taking calculated risks and pursuing opportunities to test innovative strategies and to respond to unexpected needs from the movement where needed.
- cultivates trust, meaningful communication and accountability with a constituency as core pillars of good governance in an organisation.
- can lead teams through change and growth, and adapt organisational practices and processes over time to remain fit for purpose.

Person Specification

The successful candidate will demonstrate a majority of the following skills and attributes:

- demonstrated experience in managing a diverse and growing organisation, and navigating complex and fast-changing environments.
- demonstrated the ability to develop and lead a diverse team of experienced colleagues in a way that builds on individual strengths, supports professional development, and brings people around a common purpose.
- nurtures inclusive and cohesive team, including by fostering open communication and dialogue across teams, and by being an active listener who solicits perspectives and ideas from all team members.
- engaged and able to roll up sleeves and do hands-on work with the team to achieve collective goals and priorities, whilst also being willing to delegate authority and accountability to deliver on strategic objectives.
- models appropriate life/work balance and commitment to individual and collective wellbeing.
- experience in organisational leadership including working with a governing board, and the ability to read, understand and comment on financial statements.
- experience in building and expanding the fundraising base and ensuring a strong resource-based for the organisation to be sustainable.
- experience of working with NGOs and grassroots organisations (ideally in the field of social justice and equality and human rights) with an authentic and truly collaborative approach to partnerships and maintaining the membership.
- solid knowledge of human rights, equality and social justice issues, including as they relate to lesbian, gay, bisexual, trans and intersex people (knowledge of Europe and Central Asia is highly desirable).
- demonstrated ability to manage situations of crisis calmly and steadily that allows for clear assessment of risks and needs, and thought-through responses.
- an ability to think creatively about how social, legal and political change can be achieved, to synthesise complex and nuanced information and to develop innovative responses to enable change.
- an understanding of how political actors and institutions operate as a basis for steering an organisation's ability to have a political impact.
- excellent written and oral communications skills, including an engaging and inspirational tone, clarity of thought and message, and ability to connect with a wide range of audiences – from grassroots activists to high-level officials.
- excellent interpersonal skills and experience in representing an organisation in a variety of settings, including with high-level officials, understanding agendas and motivations among stakeholders.
- sound instincts for knowing when and how to challenge implicit assumptions or pursue alternate ways of framing a complex problem in a way that brings others along.

Person Specification

Location

This position will be based in Brussels, Belgium. Our staff spend most of the time working from the office based in Brussels and maintaining that team connection and in-person cooperation is important to us.

Non-EU citizens and individuals who do not have an EU work permit can apply. We cover all the costs related to obtaining a work permit and visa and manage the process. ILGA-Europe colleagues can provide support in finding accommodation, registering your residence and many other day-to-day issues related to moving to Belgium.

As a workplace, ILGA-Europe strives to be flexible and responsive to employee needs, balancing that with the needs of the wider team and those of the LGBTI movement. We offer the possibility to work on a hybrid schedule, working from the office three days per week, with the option to work remotely for the other days.

Employment Package

Salary scale: from €106,418 to €112,719.43 (a four-point scale, increasing annually). This annual salary is comprised of 12 months of remuneration plus additional holiday pay paid out as of the second year of employment – the expected net monthly starting salary is approx. €4,200.

ILGA-Europe's employment package includes:

- 20 days of annual leave (+ 10 public holidays) and an additional 5 days in December (additional leave cumulating after 2 years).
- representation allowance of €250 .
- an employee pension scheme.
- hospitalisation and ambulatory health insurance (which cover the majority of LGBTI-specific care).



- family friendly policies.
- a policy supporting employees who transition during employment.
- luncheon vouchers worth (approx. €160 for a full month worked).
- contribution to local transportation costs (€34 per month).
- possibility of recovery of extra hours worked during busy periods travel & working during weekends.
- financial support for coaching and professional support.

The working week is 37.5 hours (5 days of 7.5h).

Appointment Process and How to Apply

ILGA Europe is partnering with the Executive Search Firm Perrett Laver on this appointment.

Applications comprising a CV and a completed application form with answers to several competency-based questions (available for download from the Perrett Laver website), should be uploaded at <https://candidates.perrettlaver.com/vacancies/> quoting reference **6450**. The deadline for applications is **Friday 19th May at 09:00 CET**.

Longlisted candidates will be invited to meet with Perrett Laver May and shortlisted candidates will be interviewed by the Selection Committee in the week commencing June.

ILGA Europe is committed to being an equal-opportunity employer. As an organisation working for the benefit of the LGBTI movement in Europe and Central Asia in all its diversity, we value the knowledge and expertise that come with lived experiences of injustice and systemic oppression.

We particularly welcome applications from trans, gender non-conforming and non-binary individuals, and those targeted by racism, classism and disablism.

We are also keenly aware of the barriers faced by many people when applying for jobs, especially those experienced by members of under-represented groups and related to disability, ethnicity or national origin, colour, race, language, creed, gender, marital status, domestic circumstances, age, HIV status, sexual orientation, gender identity or expression, sex characteristics, among others.

We do all within our power to remove as many of these barriers in our day-to-day operations and our employment practices. We are committed to making reasonable adjustments and providing various kinds of support. Beyond these, we daily strive to maintain an organisational culture that is aware and sensitive to marginalisation and exclusions and their impact on staff.

Perrett Laver GDPR Statement

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in. As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website: <http://www.perrettlaver.com/information/privacy/>.



AMERICAS ASIA PACIFIC EMEA

Herengracht 450-454

1017 CA

Amsterdam

Netherlands

+312 0240 4372